

REGULAR COUNCIL MEETING
Council Chambers, City Hall
September 13, 2021

Members Present: Douglas Baker, Mayor
Donna Fletcher, Deputy Mayor
James Johnson
Christian Marshall
Fred Mays
Ryan Rudegear
Samuel Lyons

Members Excused: None

In Attendance: Tracy Jamieson, City Manager
James Wetzel, Fire Chief
Kevin Anundson, Police Chief
Harmony Motter, Finance Director
Charles Gibbons, Code Enforcement Officer
T.J. Parks, Recording Secretary
Dillon Provenza, Venango Newspapers, Inc.
Mike Dulaney, County Commissioner
Deb Eckelberger, FICDA
Brandi Haines, 408 4th Street
Matthew Gustafson, Franklin High School

Mayor Baker called the meeting to order at 7:00 P.M.

ADOPTION OF AGENDA - Resolution No. 100

Mrs. Fletcher moved to adopt the agenda, with the addition of voting on Trick or Treat hours under her reports. Mr. Lyons seconded the motion, which passed unanimously.

APPROVAL OF MINUTES – Resolution No. 101

Mr. Lyons moved to approve the regular meeting minutes of August 2, 2021. Mr. Mays seconded the motion, which passed unanimously.

PAY THE BILLS - Resolution No. 102

Mr. Johnson moved to pay the bills as presented. Mr. Rudegear seconded the motion, which passed unanimously.

CITIZENS' INQUIRIES – None

CERTIFICATES OF APPROPRIATENESS – None

FINAL READING – 11TH AND ELK ST. STOP SIGNS – Resolution No. 103

Mrs. Jamieson read Bill No. 3, "Stop Signs at 11th and Elk Streets for Traffic in Both Directions on Elk Street" into the record.

Mr. Rudegear moved and Mr. Marshall seconded the motion to pass, on Final Reading, Bill No. 3. Motion passed unanimously.

SELECTION OF FY-2021 CDBG PROJECTS

Mrs. Power presented Council with the proposed FY-2021 CDBG projects. Of the total \$315,030 funds, \$258,325 is proposed to be allocated for project costs as follows:

- Demolition of Blighted Structures- \$20,000
- 11th and Sassafras Street Storm Water Management - \$80,095
- Street Improvements - \$158,230

Mrs. Power composed a list of possible streets to be paved. These streets were chosen based on their city-wide benefit, condition and whether they qualify for the CDBG program. They are: 11th Street (Liberty to Elk), 12th Street (Railroad to Chestnut), 12th Street (Elk to Otter), South Park Street (Elk to Otter), West Park Street (Elk to Dead End), and Chestnut Street (10th to 11th).

She reminded everyone that the second public hearing will be held prior to the October 4, 2021 Council meeting. A special meeting, at least 10 days following the second public hearing, will be held after that for Council to consider final approval and submission of the application, which is due by October 28, 2021.

Resolution No. 104 – Mrs. Fletcher motioned to accept the allocation of project funds as presented. Mr. Rudegear seconded the motion, which passed unanimously.

Resolution No. 105 – Mr. Rudegear motioned and Mr. Lyons seconded to hold the special meeting for approval of the FY-2021 CDBG application on Wednesday, October 20, 2021 at 4:00 P.M. Motion passed unanimously.

FAIR HOUSING RESOLUTION ADOPTION – Resolution No. 106

Mrs. Power presented the annual Fair Housing Resolution for Council's approval. Mr. Rudegear motioned to adopt the fair housing resolution, seconded by Mr. Johnson. Motion passed unanimously.

FICDA/CITY MANAGEMENT AGREEMENT REVISIONS – Resolution No. 107

Mrs. Jamieson stated that some changes in the language of the management agreement between the City and FICDA needed to be clarified. Under Section 6 Accounts, it previously referred to the City's Finance Director as the record keeper. FICDA now has their own bookkeeper and their finances are separate from that of the City. Also, all references to the Development Director have been changed to Economic Development Director

Mr. Rudegear motioned to accept the revisions as presented. Mrs. Fletcher seconded the motion, which passed unanimously.

RATIFICATION OF PML VOTING DELEGATE – Resolution No. 108

Mrs. Jamieson asked Council to ratify selecting Mayor Baker as the City's voting delegate for the 2021 Municipal Leadership Summit. Mr. Johnson moved and Mr. Rudegear seconded the appointment. Motion passed unanimously.

2022 MINIMUM MUNICIPAL OBLIGATION

Mrs. Jamieson presented the 2022 Minimum Municipal Obligation figures for the Police (\$186,814), Fire (\$108,411), and Non-uniform (\$115,584) pension accounts. It was noted that it was decided to reduce the Rate of Return assumption from 7% to 6.75% for actuarial purposes. This may cost the City more in the short term, but will help the City more in times of a downturn in the economy.

3 YEAR EXTENSION OF WEBSITE CONTRACT – GOVOFFICE – Resolution 109

Mrs. Jamieson informed Council that the contract between the City and their website service provider, GovOffice, is about to expire and recommends that we renew it for another three-year term. She explained that by extending it until April 2025, they will continue to provide maintenance, security and support for the City's website. The annual fee for this service is \$4,950.00.

Mr. Rudegear motioned and Mr. Marshall seconded entering into another three-year contract with GovOffice. Motion passed unanimously.

MILLER-SIBLEY RECREATION PROJECT – APPROVAL OF CHANGE ORDERS – Resolution 110

Mrs. Jamieson explained the following conditions that will cause both additional and reduced costs for the project:

1. A concrete base was discovered under the oldest tennis courts, which explained why they were cracking so badly. Removing the concrete and bringing it back up to grade created an additional cost of \$31,222. After the concrete was removed, it was discovered that the soil underneath was extremely soft. After the ground had dried, however, it began to stabilize. But the engineer feels that adding a french drain to deter water from the area would help prevent any further issues. Mrs. Jamieson has not yet received an estimated cost.

2. A sewer line inspection camera showed that the sewer line that runs under the area where the new tennis courts will be placed is in very bad shape. Again, Mrs. Jamieson has not yet received an estimated cost for this extra work, however, she noted that now is the time to have this replaced.

3. The only storm water drain for the entire parking area is a 4' square drain. Jeff Reed and the contractor both recommend replacing it. The cost is an additional \$7,122. The plan is to also add a 2' X 4' inlet nearby in the grassy area to help alleviate overwhelming the new parking lot inlet.

4. Mrs. Jamieson showed on a drawing what the current project entailed and discussed how some much-needed additional paving to the central walk area would give the entire project area a cleaner, more finished look. This additional paving would cost \$21,564.95.

5. We will receive a credit of \$4,381 for the deletion of two benches and a sidewalk area near the horseshoe pits. According to the horseshoe club representative, Jim Johnson, no one cares to take care of the horseshoe pits anymore.

As a side note, there is an unsightly, outdated electric service panel that only feeds one light by the horseshoe pits and the City would like to have it removed. It would be replaced with a much smaller, new unit and moved to a more inconspicuous location. It may not be able to be done in conjunction with this project, however, due to scheduling issues with an electrician.

Mrs. Jamieson indicated that she had spoken with her representative contact at DCNR and it was felt that they may be able to help with some of these additional costs. She also mentioned that she will keep Council informed of the actual costs for some of the above referenced change orders that are necessary to be completed now.

Mr. Rudegeair motioned to approve the change orders, including the unknown costs. The motion was seconded by Mr. Lyons. Motion passed unanimously.

GREENTREE MANOR ROAD REPAIRS – Resolution No. 111

Mrs. Jamieson informed Council of the street damage being caused in conjunction with the Combined Sewer Overflow project that is taking place on 15th Street and in certain areas of the Heights. Due to additional trenching and many complaints from residents, the General Authority has voted to pave Gurney Road, curb to curb, from 15th Street to Moreland Drive, and Moreland Drive in its entirety.

She went on to explain that Greentree Manor was never paved properly to begin with, so it is also taking a heavy hit from the large construction vehicles passing over it. After speaking with the engineer, the road can either be paved curb to curb, or tarred and chipped. The tar and chip option is only marginally cheaper than paving and could not start until next spring.

Mrs. Jamieson asked Council, if necessary, whether City Council would agree to help pay for up to 50% of the cost of paving, depending on what the General Authority would agree to finance. She also asked if they would like to have monolithic asphalt wedge curbing completed at the time of the paving, as the current curbs are raised from the road, allowing water to get underneath them and cause further damage. The curbing cost would be \$51,240, and the 50% paving cost would be \$80,400, for a grand total of \$131,650. The monies would come out of the City's Capital Funds, recently replenished by the funds realized from the timber cuts at Barrett Flats.

Mr. Rudegeair motioned and Mr. Lyons seconded to agree to cover up to 50% of the cost to repave the street, if necessary, and to install wedge curbing that the General Authority would not be replacing as part of its project. The motion passed unanimously.

ESTABLISH CONDITIONAL USE HEARING – Resolution No. 112

Mr. Gibbons explained that LeGoullon Counseling Services, of 1243 Liberty Street, has filed an application for a Conditional Use for a property located at 416 Elk Street, to operate a business at that location. This will require a hearing before City Council.

Mr. Rudegeair motioned to approve the Conditional Use Hearing on October 4, 2021 at 6:30 P.M., prior to the October Council meeting. The motioned was seconded by Mr. Johnson, which passed unanimously.

PARK AND PARADE ASSEMBLY REQUESTS – Resolution No. 113

Mr. Johnson moved and Mr. Marshall seconded the motion to approve the following requests:

- October 13 – Elk Street, from S. Park to W. Park, then from W. Park to Otter, ending at Central Elementary • Homecoming Parade • Franklin Area Jr/Sr High School
- October 29 – 1200 block of Liberty Street • Trick or Treat on Liberty • FFAC
- November 20 – Downtown/Fountain Park, with parade route on Liberty St. to Washington Crossing • Light Up Night • FFAC

The motion passed unanimously.

REPORTS

Manager –

- The preconstruction meeting for the Downtown Streetscape project was held last Wednesday. M&B Services, the lead contractor on the project, stated they will not begin work until April of 2022. The project is scheduled to be complete by June 7, 2022.
- Mrs. Jamieson asked Chief Wetzal to share the current items of discussion within the Intersection Safety Committee. The parking behind the courthouse on Elk Street was discussed. He presented a map proposing the changes of parking spots as they relate to relocating the crosswalk and to also correct the existing ordinance so that it is in line with the actual field conditions. Commission Dulaney said moving the crosswalk to make things safer for pedestrians would certainly be acceptable. He is also in favor of creating 1 hour parking for visitors, but also asked that handicapped spaces on both sides of Elk Street remain. Council members agreed with this and asked the City Manager to request the Solicitor to work on this.
- Mrs. Jamieson would like one to two council members that would be interested in helping to develop a downtown dining permit process for restaurants who want to provide sidewalk dining options for patrons during the warmer months. Mr. Marshall and Mrs. Fletcher agreed to participate in that committee.
- Mrs. Jamieson updated Council on the statuses of the Buffalo St. and 4th St. parking ordinances. She indicated that they are still being reviewed by the solicitor and should be on the agenda for October's meeting.

- The City Manager reported that Mr. Spaid is waiting for agreements from both adjoining property owners relative to the 5th Street vacation ordinance that was approved at first reading. Specifically, the agreements describe the City's easements for utility lines. Once the agreements are signed and returned to him, that final reading will also be on the agenda.
- The new VOIP system will start to be installed next week. When installation is complete, the public will be prompted to select a department or may dial a specific person's extension. The police department will still retain their current phone number. Before the change goes into full effect, we will advertise and have information on the website to inform the public.
- Requested time in Executive Session for purposes of personnel, negotiations and litigation.

Solicitor – None

Mayor Appointments – Resolution No. 114

Mayor Baker moved to nominate Councilman James Johnson to serve on the Housing Authority. The motion was seconded by Mrs. Fletcher. The motion passed 6-0, with Mr. Johnson abstaining.

COUNCIL REPORTS

Mayor Baker –

- Mayor Baker stated that Senator Gene Yaw, who was instrumental in revising the Pennsylvania fireworks law in 2017, has finally considered listening to concerned citizens who are upset with the constant explosions in their neighborhoods. This will be accomplished through the PA Municipal League, as our advocate.
- Mayor Baker also reminded everyone of the Memorial for Fallen Firefighters event to take place on September 26 at Bandstand Park from 4 to 6 P.M. The event is being sponsored by Sandycreek Twp. VFD. Bells will be given to participants to be rung on October 3.

Mrs. Fletcher –

- **Resolution No. 115** – Mrs. Fletcher recommended that the city-wide Trick or Treat be scheduled to take place on Sunday, October 31 from 6 to 8 P.M. Mr. Johnson motioned as such and Mr. Rudegear seconded. Motion passed unanimously.
- Was very pleased with the new sidewalk that was installed at Bandstand Park, leading from the Courthouse to South Park Street.
- Stated that she had received many complaints about the sidewalk on the property of 304 West Park Street. She commented that it took an unnecessary amount of time to be

replaced after it was torn up, causing pedestrians to have to walk in the street, considering the large dumpster parked on the Elk Street side. She was happy to report that some sections have since been poured.

- Inquired as to who is responsible for replacing a curb in front of one's property. Mrs. Jamieson suggested if it was damaged through normal wear and tear, she could call the Street Department to patch it with leftover asphalt.

Mr. Johnson – Stated Emmaus Haven in Oil City looks wonderful.

Mr. Marshall –

- Was very pleased to see that Coffee In Between, a service provided by The Olive Vault and Homegrown Kitchen, has been a successful endeavor.
- Also shared in Mrs. Fletcher's discord with the sidewalks at 304 West Park Street. Mr. Mays did want to note that trying to coordinate with contractors in today's environment is increasingly difficult, resulting in postponing construction.

Mr. Lyons – Mr. Lyons asked if the YMCA received confirmation from PennDOT to be able to hold the 5K race that occurs with Applefest. Chief Anundson confirmed that approval has been granted.

Mr. Mays – None

Mr. Rudegear – Mr. Rudegear asked if the stormwater concerns raised by resident John Yager have been addressed. Mrs. Jamieson stated that the Street Department replaced the 8 inch piping that was there with fifteen inch piping. She did mention, however, that it is still not enough to combat sudden heavy amounts of rainfall. The City is also investigating land developments occurring in the Heights that may be a factor in the stormwater system.

EXECUTIVE SESSION – **Resolution No. 116** – Mr. Rudegear moved and Mr. Lyons seconded to enter into Executive Session for the purposes of personnel, litigation, and negotiations at 8:05 P.M. Motion passed unanimously.

ANY OTHER BUSINESS – None

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:31 P.M.

Respectfully submitted,



T.J. Parks, Recording Secretary

